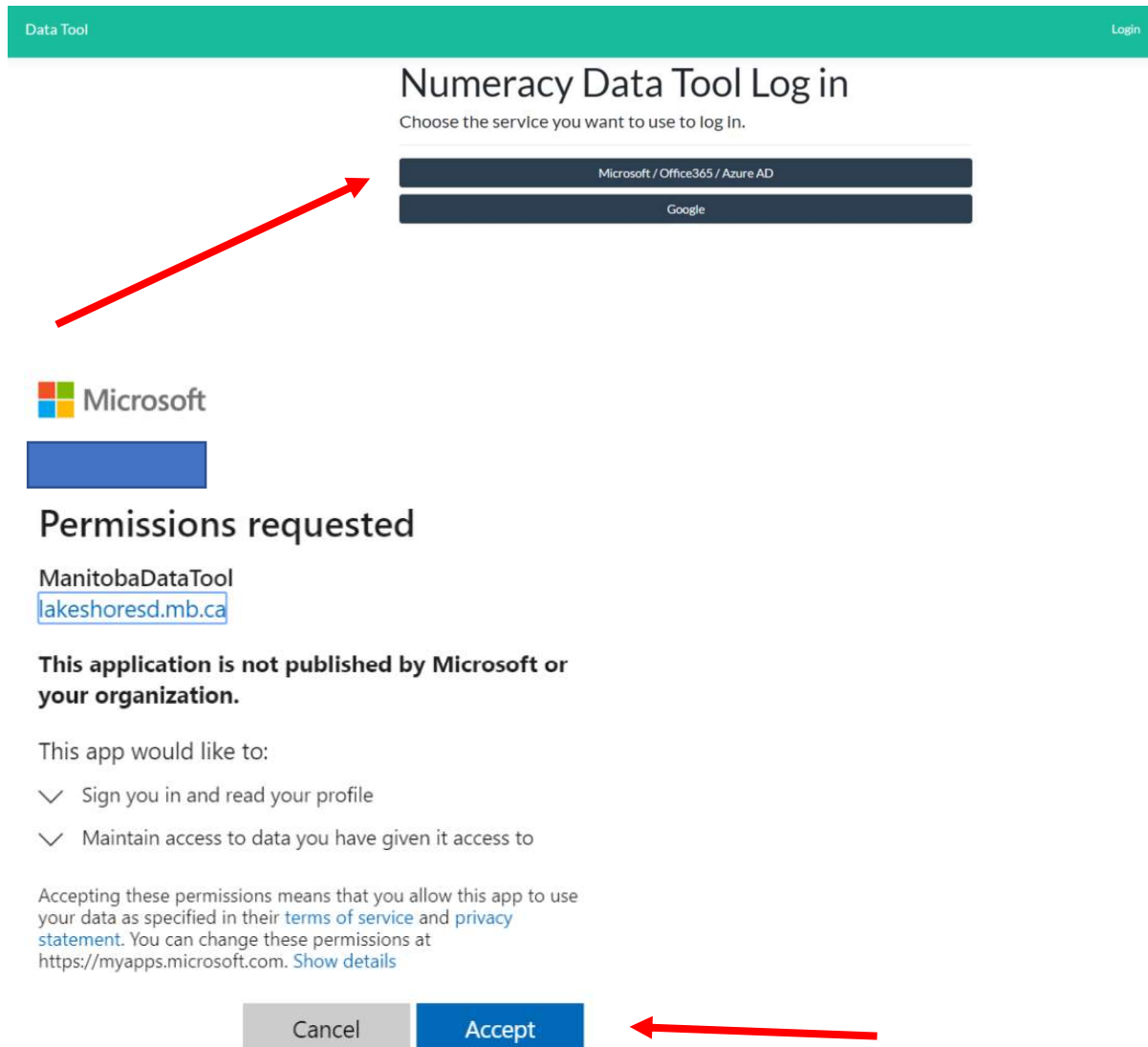


Manitoba Data Tool Quick Guide

1. Go to manitobadatatool.net on google chrome browser
2. Login via Microsoft Office 365 (divisional email and password)
3. Accept



The image shows two screenshots from a web browser. The top screenshot is the login page for the Numeracy Data Tool. It has a green header with "Data Tool" on the left and "Login" on the right. The main heading is "Numeracy Data Tool Log in" with the instruction "Choose the service you want to use to log in." Below this are two buttons: "Microsoft / Office365 / Azure AD" and "Google". A red arrow points from the left towards the Microsoft button. The bottom screenshot is a Microsoft permissions dialog. It features the Microsoft logo and a blue bar. The title is "Permissions requested" for "ManitobaDataTool" from "lakeshoresd.mb.ca". A warning states: "This application is not published by Microsoft or your organization." Below this, it says "This app would like to:" followed by two checked items: "Sign you in and read your profile" and "Maintain access to data you have given it access to". At the bottom, it explains that accepting means allowing data use as per terms of service and privacy statement, with a link to "https://myapps.microsoft.com. Show details". At the very bottom are "Cancel" and "Accept" buttons, with a red arrow pointing from the right towards the "Accept" button.


Data Tool Login

Numeracy Data Tool Log in

Choose the service you want to use to log in.

Microsoft / Office365 / Azure AD

Google

 Microsoft

Permissions requested

ManitobaDataTool
lakeshoresd.mb.ca

This application is not published by Microsoft or your organization.

This app would like to:

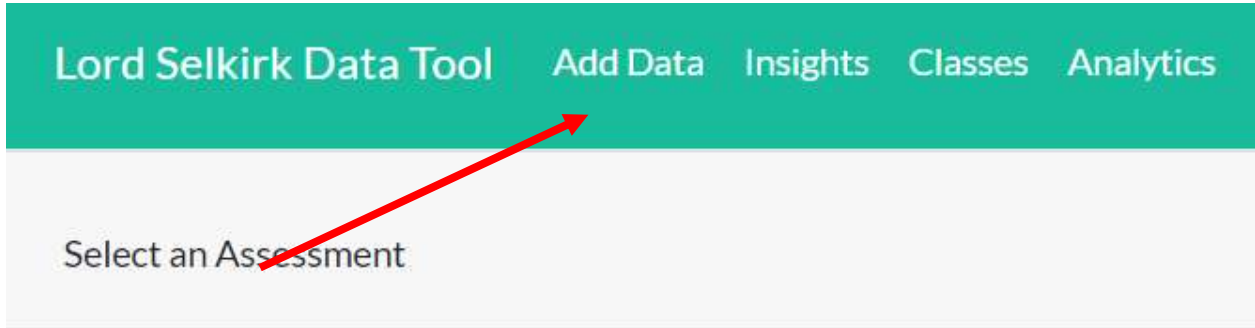
- ✓ Sign you in and read your profile
- ✓ Maintain access to data you have given it access to

Accepting these permissions means that you allow this app to use your data as specified in their [terms of service](#) and [privacy statement](#). You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)

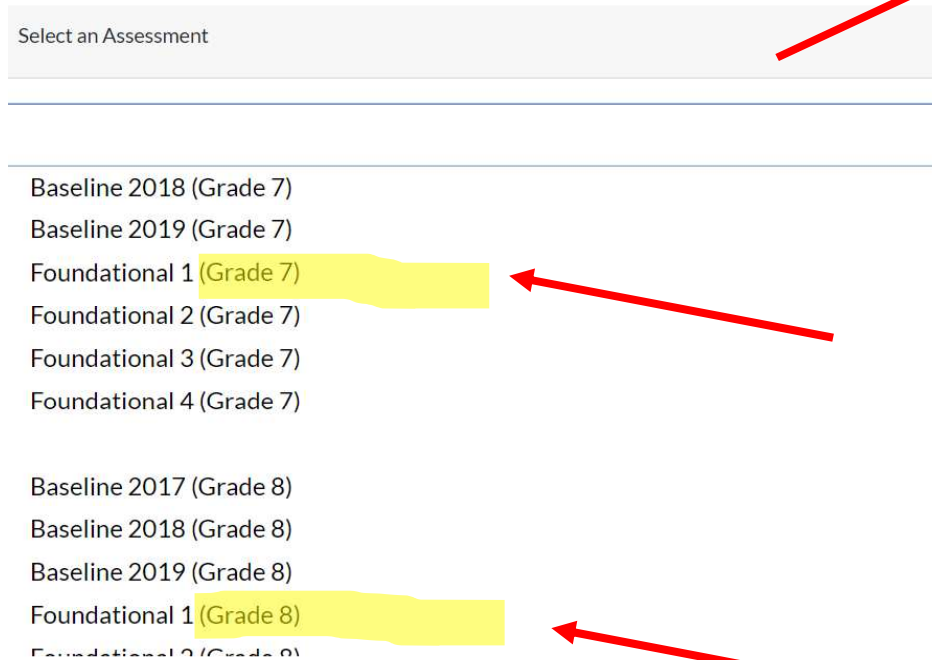
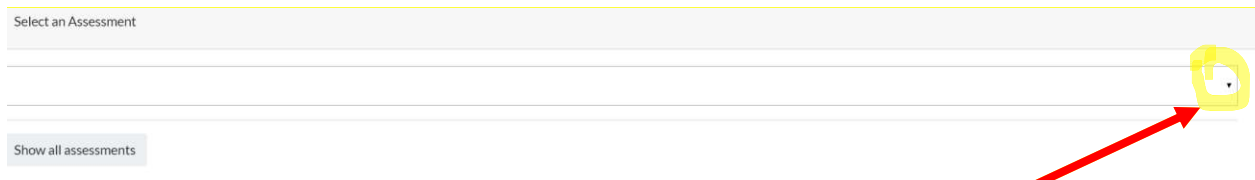
Cancel **Accept**

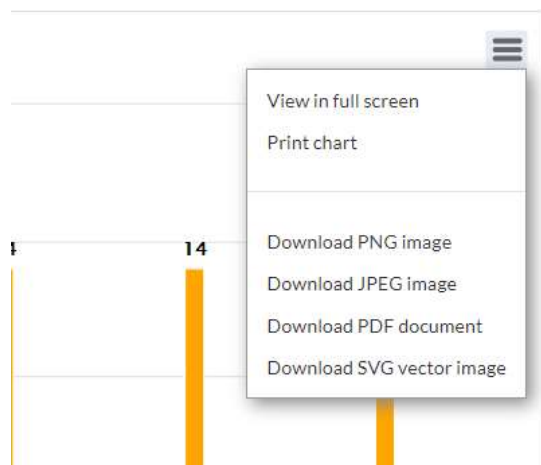
IF YOU ARE THE ONLY GRADE 6 TEACHER IN THE BUILDING, SEE BELOW OTHERWISE GO TO PAGE 4

4. Click on the Add Data Tab



5. Select the assessment you would like to enter from the pull-down menu





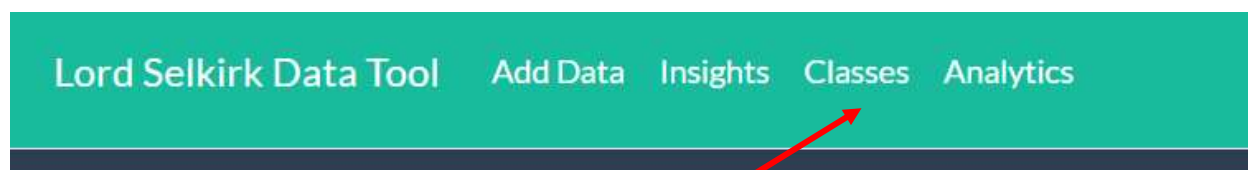
All graphs can be downloaded or viewed in full screen

9. The Instructional Planner and Know and Grow can be found under Insights



MULTIPLE SECTIONS OR NOT THE ONLY GRADE 6 CLASS

4. Create class

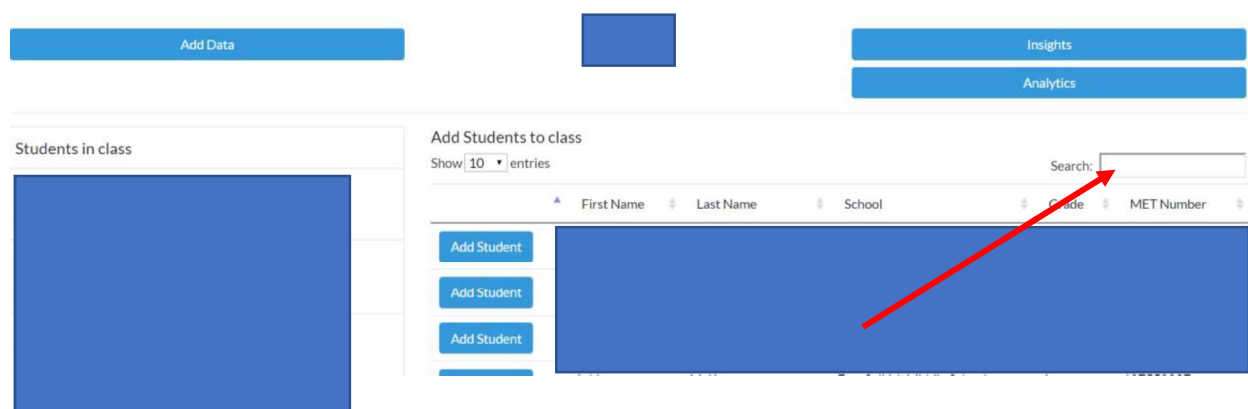


5. Enter a class name then Create Class



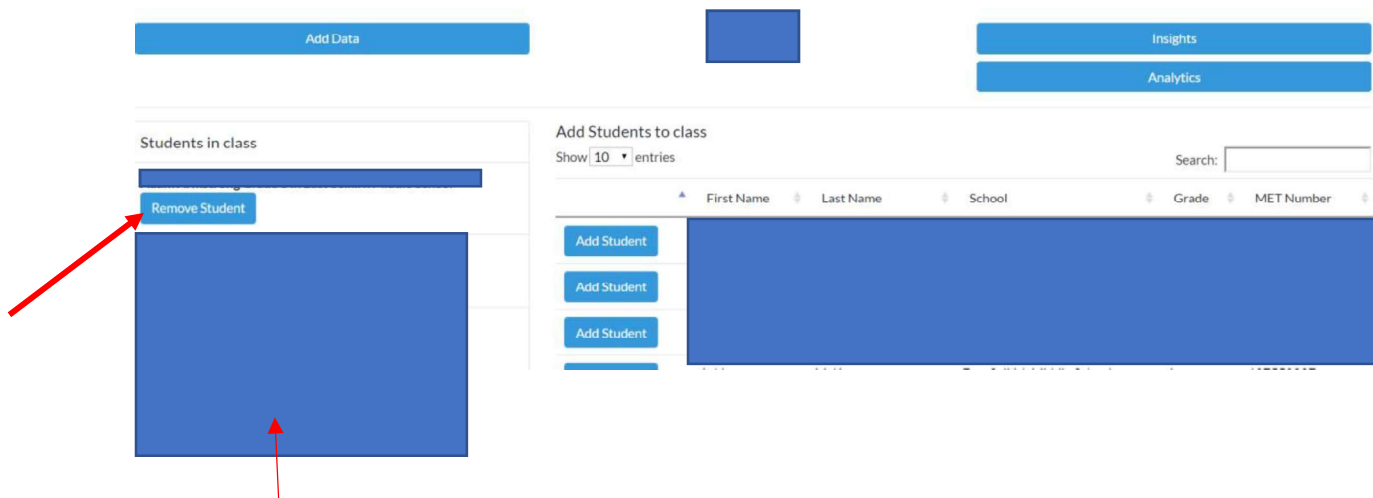
You will need to do this for every section you teach

6. Add students by searching the name (seems time consuming but once this is created it will be beneficial)



Currently the order you add students is the order they will appear on the data sheet. If you want them in alphabetical order, make sure you do this now.

I talked to the developer and he said this will be corrected in the future. I am not sure when that is.

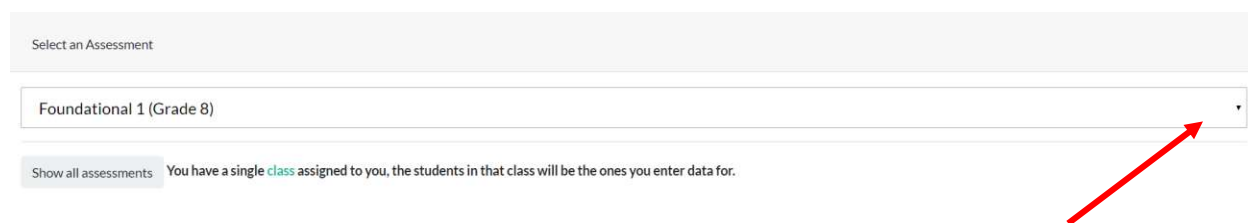


Your class list will appear, students can be removed.

7. Add Data



8. Select the assessment



Foundational 1 (Grade 8) Waiting for input Hide Error Messages

Student	1	2	3	4	5	6	7	8	9	10
C	B	B	D	C	B	C	B	D	A	
B	A	B	D	A	A	C	A	B	C	
C	B	A	D	C	B	B	B	C	A	
C	A	C	D	C	B	A	B	C	A	
B	A	A	C	-	B	C	B	-	-	
C	A	B	D	C	B	B	B	C	A	
C	A	D	D	C	B	C	B	B	A	
C	D	B	D	C	B	C	B	-	-	
C	A	B	B	C	B	C	B	B	C	

A red arrow points to the table area.

10. Input assessment results

Data will save automatically

11. To view graphs, go back to classes



12. Choose your class from the list

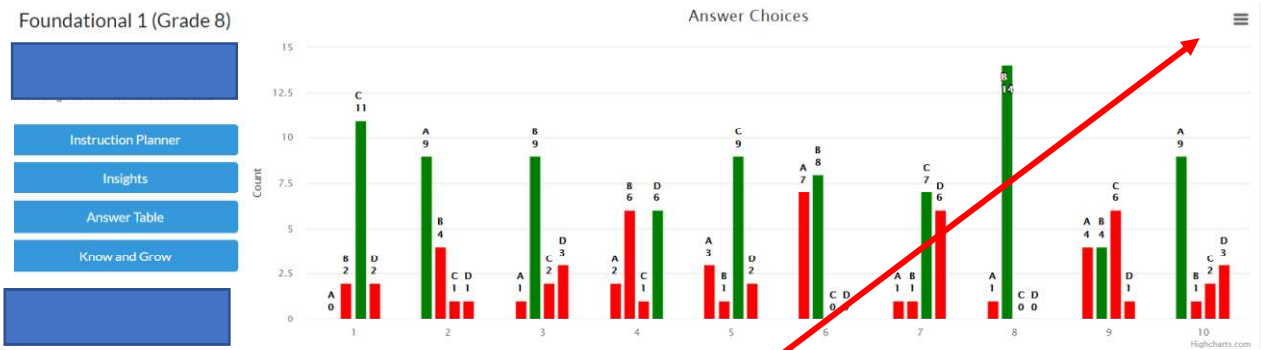


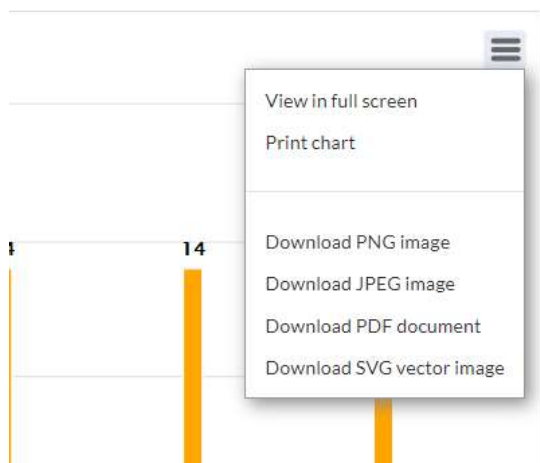
Your class(es) will be

13. Click on Insights



14.





Graphs can be viewed in full screen or saved to a file.

15. To view the instructional planner and know and grow

